

SECRETARY OF STATE  
ARCHIVIST II  
OPEN EXAMINATION  
SPOT – SACRAMENTO



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION or GENETIC INFORMATION>. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE AND THE TRUST PLACED IN PUBLIC SERVANTS

DEPARTMENTAL OPEN EXAMINATION FOR SECRETARY OF  
STATE, SPOT-SACRAMENTO

HOW TO APPLY:

Applications are available at the Secretary of State's Human Resources counter or at the following link (<https://jobs.ca.gov/Profile/StateApplication>) and may be filed in person or by U.S. mail with:

Secretary of State  
Attn: Mike Scorza  
1500 11<sup>th</sup> Street, Suite 475  
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE  
PERSONNEL BOARD

FINAL FILING DATE: ~~August 29, 2014~~ September 12, 2014

Applications (STD 678) must be postmarked no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**Note:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL PANEL (QAP):

It is anticipated that the Qualifications Appraisal Panel will be held during October 2014.

**SALARY:** \$4524 - \$5660

ELIGIBLE LIST INFORMATION:

A departmental Open eligible list for the Secretary of State will be established. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the written exam date. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall requirements.

MINIMUM QUALIFICATIONS

Either I

One year of experience performing the duties of an Archivist I in California state service.

Or II

Two years of professional experience in archival work or historical research or in the manuscript department of a research library, or as a college faculty member directing students in historical research and performing some such research as a significant part of assigned teaching responsibilities,

and,

Education:

Possession of the equivalent of a master's degree. (Two additional years of qualifying experience may be substituted for the master's degree.)

THE POSITION:

Under general direction, to do the more difficult professional work involved in the operation and maintenance of archival collections; to assist in the analysis and determination of the present and future historical significance of State records and documents; to perform analytical research in archival documents; and to do other related work.

EXAMINATION INFORMATION:

This examination will consist of a qualifications appraisal panel (QAP) weighted 100%. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each part of the examination. **COMPETITORS WHO DO NOT APPEAR FOR THE QAP WILL BE DISQUALIFIED.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

QUALIFICATIONS APPRAISAL PANEL - WEIGHTED 100%  
SCOPE:

A. Knowledge of:

- 1. Information resources to assist in their research.
- 2. California history and California State and local government organization and functions to effectively meet archival program needs.
- 3. Archival automation theory and techniques, such as Machine Readable Cataloging Format for Archival Manuscripts Control (MARC-AMC) and Encoded Archival Description (EAD), used to manage historical records to provide reference services.
- 4. Records management principles and methods to identify and transfer archival records.
- 5. Current historical research methodologies to conduct research to meet archival program needs.
- 6. Methods and preserving archival records and other materials.

B. Ability to:

- 1. Analyze complex research inquiries to identify and meet Information needs.
- 2. Analyze the contents of documents to determine historical value and physical condition.
- 3. Effectively communicate orally information about archival principal, policies and records.

Veterans Preference Points are granted in this examination.

Career Credits are not granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Secretary of State's Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Secretary of State reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 also persons retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans' preference points are not granted in promotional examinations

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2.) An entrance examination is defined, under the law, as any open competitive examination; and 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and 3) individuals who have served on full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.